

SIGN APPLICANT'S CHECKLIST
Village of Sleepy Hollow Architectural Review Board

To ensure that the Architectural Review Board (ARB) is able to fairly and efficiently evaluate your application, please make sure you submit the following items listed below together with your application. We cannot review your application without the proper information. **Please refer to the Sign Code for more complete details and requirements, available at Village Hall, 28 Beekman Avenue.**

HAVE YOU INCLUDED THE FOLLOWING IN YOUR APPLICATION?

A SCALED DRAWING with all dimensions of the sign or a full size mock-up, clearly indicating:

1. Letter Style
☐ Typeface ☐ Height of the letters ☐ Depth of the letters ☐ Distance between letters
2. Additional Graphics
☐ Borders ☐ Logos ☐ Pictures ☐ Frames
3. Size
☐ The height, depth and width
4. Materials to be used
☐ What is the sign made of: Carved wood? Metal? Plastic? Other?
☐ Bring samples, whenever possible, of the material to be used.
5. Placement
☐ Indicate how the sign will be hung or placed. Affixed to the building? On posts?
☐ Overall height from the ground, including mountings and supports.
☐ Include photo(s) of the area where the sign will be displayed and adjacent areas.
☐ Will the sign be lit? Describe or show lighting fixtures and their position.
6. Colors
☐ Bring a sample of the colors to be used.

The Architectural Review Board of Sleepy Hollow was formed to help guide the direction of development, while providing an environment for business and residents to prosper and enjoy their community. We are interested not only in making decisions that work for today, but also decisions, which will endure for our future. The board is made up of highly qualified people with professional expertise in architecture, contracting and building, graphic design, interior design, real estate and historic preservation.